Employment Opportunity

Computer Applications/Business Technology Instructor
CR04-15 (Temporary, part-time assignments)

Apply by: Thursday, April 8, 2004, 4:00 p.m.

An eligibility pool of qualified instructors may be established to fill positions as they may develop. Evening and weekend assignments may be made during the spring and fall semesters and during the summer and winter sessions. Well-qualified persons will be selected depending on college needs and the applicant’s qualifications and experience.

About the Department

The Computer Applications/Business Technology (CABT) department operates within the Business, English and Language Arts (BELA) Division. The department offers several occupational program options in office occupations including associate’s degree or certificate. It also includes the ACHIEVE program, an educational entry point serving students needing basic skills instruction as well as office technology instruction in a simulated office setting.

The BELA Division supports course pedagogy that incorporates increased use of classroom technology and innovative teaching methodologies including collaborative learning techniques, competency based assessment, recognition of differing learning styles, and interactive teaching and learning environments in the classroom.

Example of Teaching Assignment

Courses may include, but are not limited to:
- CABT 100 A, B, C – Keyboarding
- CABT 100 – Preparing for Success in Office Careers
- CABT 101 – Computer Proficiency
- CABT 102 – 10-key Calculator
- CABT 103 A – Data Entry on Computer
- CABT 103 B – Advanced Data Entry
- CABT 118 – Using Microsoft Windows
- CABT 119 – Using E-Mail
- CABT 131 – Microsoft Word
- CABT 138 – Introduction to Microsoft Office
- CABT 156 - Business Grammar
- CABT 157 - Business and Technical Writing
- CABT 190CP – Career Ladders Proficiency Certificate Program
- CABT 190F - Introduction to Database Software
- CABT 160 – Introduction to the Internet and the World Wide Web
- CABT 200 A – Integrated Basic Skills for the Office
- CABT 200 B – Integrated Basic Skills for the Office II
- CABT 201 – Introduction to Office Technologies
- CABT 202 – Introduction to Using the 10-Key Calculator
- CABT 203 – Basic principles of Data Entry
- CABT 204 – Foundations of Customer Service
CABT 205 – Fundamentals of Records Management
CABT 215 – Introduction to Using the Computer
CABT 230 – Principles of Word Processing
CABT 231 – Basic Word Processing Using Microsoft Office
CABT 235 – Contemporary Office Communication
CABT 256 – Basic English Skills for Business Writing
CABT 260 – Introduction to Internet Communication and Research
CABT #TBA – International Computer Drivers License

Qualifications Required:
1. A lifetime California Community College Instructor credential in subject area appropriate to assignment OR meet state minimum qualifications or equivalent (refer to attachment as it relates to state minimum qualifications and equivalency).
2. Knowledge of and commitment to teaching strategies and methods, which enhance student success at community colleges.
3. Effective oral and written communication skills.
4. Demonstrated ability to teach the courses or perform the duties effectively as described above (a teaching demonstration may be part of the interview).
5. Ability to communicate well with students of diverse academic, ethnic, socioeconomic, and cultural backgrounds, including students with disabilities.
6. Ability to work cooperatively with others.

Additional Requirements:
1. Instructional proficiency in MS Office (Word, Excel, Power Point, and Outlook), Internet and E-Mail skills, office procedures, business writing and business grammar.

Desirable:
1. Recent, successful teaching experience or recent successful industry experience in the area of teaching interest.
2. Experience with or willingness to explore innovative teaching methodologies including performance-based assessment, demonstrated competencies, integrated curriculum, collaborative learning and problem solving, and use of technology (i.e. multimedia, online instruction, presentation software, Internet research).

Please Note: To ensure an accurate evaluation of your application materials, please submit information regarding your education, experience, knowledge and abilities as they relate to the qualifications listed.

Starting Date Assignments may be made during the summer session and/or Fall semester, pending funding and administrative approval. Applicants not offered an immediate teaching assignment may be included in an eligibility pool from which assignments may be offered for Spring 2005 semester or Summer session 2005.

Salary $921 - $1,378 per teaching unit, per semester, depending on education and experience. Cabrillo College provides a doctoral stipend of $61 per unit for eligible adjunct faculty. One or more classes; up to 18 teaching units per academic year; assignments may be at various campus locations; days, evenings, and/or weekends; hours to be arranged.
**How to Apply**

Application forms may be obtained through our web site: [http://www.cabrillo.edu/services/hr/apps/index.html](http://www.cabrillo.edu/services/hr/apps/index.html) OR our office location noted below. A signed application and the materials listed below must be submitted to:

CABRILLO COLLEGE, HUMAN RESOURCES DEPARTMENT  
6500 SOQUEL DRIVE, APTOS, CA 95003  
OR FAX to (831) 477-3545

EACH APPLICANT MUST SUBMIT:

1) Completed and signed Cabrillo College application.
2) Job-related resume.
3) One to three recent job-related letters of recommendation, which address the candidate's ability to perform the duties of this position.
4) Verification of educational qualifications:
   - Transcripts from all colleges attended (copies are acceptable). *If selected, it is the responsibility of the candidate to provide official transcripts, diplomas, degrees or other documents as may be required.*
   - Copy of teaching credential, front and back (if applicable).
5) Supplemental Application for Equivalency Determination (as it relates to equivalency if candidate does not possess a credential or meet the minimum qualifications).
6) Criminal History Inquiry Supplemental application form.

**If any of the above materials are not submitted with your application packet, your materials will be deemed incomplete and will not be forwarded to the committee for screening.**

ADDITIONALLY, APPLICANTS MAY WISH TO SUBMIT:

1) Cover letter that addresses the candidate's qualifications for these assignments.

Please notify the Human Resources Department if you require any special accommodation(s) in meeting these requirements.

**Selection Procedure**

A search committee will review application materials. On the basis of appraisal of qualifications as documented by application materials submitted, the search committee will invite applicants for interview. If the candidate does NOT possess an applicable community college credential or the specific degree(s) listed on the next page under "State Minimum Qualifications," then he/she MUST provide evidence of equivalency as described under "Equivalency Requirements." An eligibility pool may be established.

Candidates selected for employment with Cabrillo College must agree to be fingerprinted, provide current tuberculosis test results, provide proof of eligibility for employment in the United States and present their Social Security card upon hire.

**Application Deadline**

All application materials **MUST** be received in the Human Resources Department by: Thursday, April 8, 2004 by 4:00 p.m. *(No postmarks accepted).*

*Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflect the rich diversity and cultural heritage of the college district and its student body.*
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State Minimum Qualifications and Equivalency Requirements (whichever is applicable)

State Minimum Qualifications
Office Technologies:
Bachelor’s degree or higher in any field AND
Two years of professional experience directly related to the faculty member’s assignment OR
Associate’s degree in any field AND
Six years of professional experience directly related to the faculty member’s assignment OR
The equivalent.

Equivalency Requirements
Equivalency to an academic degree shall include the same depth of knowledge in the discipline and breadth of general education that is required for the degree to meet the minimum qualifications. Equivalent preparation for employment shall be considered under any one category or any combination of the categories listed below:

a) Degree in related field with equivalent course work in the required discipline as indicated by transcripts and/or thesis subject.
b) Equivalent degrees from foreign universities (as determined by an agency selected by Cabrillo College).

Course work at an accredited institution of higher education AND state-approved continuing education units applicable for maintaining licensure AND/OR an internship for licensure AND/OR equivalent professional or work experience AND/OR equivalent verifiable accomplishments of eminence in the discipline including but not limited to: publications, research, seminars, creative works, professional performances or exhibitions, honors or awards.